

PAYROLL SALARY ADVANCE WORKSHEET

(Complete a separate worksheet for each effected week)

DATE _____

PAY PERIOD & WEEK _____

(EMPLOYEE INFORMATION)

NAME _____

PAY LOCATION _____

EID _____

DES/ACT _____

SALARY _____

*****WORK HOURS*****

WORK HOURS _____

HOURS @ _____ = \$ _____

ANNUAL LEAVE _____

HOURS @ _____ = \$ _____

SICK LEAVE _____

HOURS @ _____ = \$ _____

OTHER LEAVE _____

HOURS @ _____ = \$ _____

GROSS SALARY \$ _____

*LESS GARNISHMENTS \$ _____

MULTIPLY BY 0.65 \$ _____

PAY SALARY ADVANCED \$ _____
(ROUNDED TO NEAREST DOLLAR)

NAME OF SUPERVISOR/CLERK COMPLETING FORM _____

PS FORM 2240 ISSUED _____

DATE ISSUED _____

Do not issue salary advances for less than a full days pay
(Based on the employee's normal scheduled work day. A scheduled work day may consist of 2, 4, 6, or 8 workhours)

Do not make salary advances for terminated employees

Do not issue a salary advance if a paycheck is lost, stolen or destroyed after the employee receives it

Do not issue a salary advance on a grievance or arbitration settlement. PS Form 2240 with the settlement must be mailed

Prohibit salary advances under any condition other than those stated in Section 822.72 of the F-1 Handbook.

*Review payroll records for amounts due the Postal Service, Internal Revenue Service or garnishments orders.

Review PS Form 2240 to issue that only authorized supervisor are approving salary advances.

ALL STATEMENTS LISTED ABOVE ARE FOUND IN THE F-1 HANDBOOK, SECTION 822